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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 15 February 1956

FROM : Acting Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 7  
8 February - 15 February 1956

25 YEAR RE-REVIEW

## I. SIGNIFICANT ACTIVITIES

Nothing to report.

## II. OTHER ACTIVITIES

1. Six employees completed the Cable Secretariat Reading course last week. Their average thorough cable reading rate increased from 68 wpm to 107 wpm during the course, and their average comprehension from 84% to 87%.

2. Mr. [ ] discussed future plans for reading improvement training with Miss [ ] on Monday, 13 February.

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3. The Administrative Office has completed arrangements for carpenters to begin the remodeling of Wing D, on Wednesday, 15 February. Soundproofing for the two new classrooms has been requested.

4. A new three page description of the Reading Improvement Course has been prepared for general dissemination. Copies were distributed to those who attended the training officers' orientation on 8 February.

5. On 13 February, Mr. Benjamin Warfield, Director of Training at USIA, returned the mats of the pamphlet "International Front Organizations". This unclassified pamphlet, which is used in the CWC course, will also be used by USIA as a training aid.

## PERSONNEL NOTES

1. [ ] started two weeks military leave on Monday, 13 February. He is stationed at the Naval Intelligence School.

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2. Miss [ ] who has been detailed to the Intelligence School since last October, has been assigned for a month to the Office of Records Integration, DD/P commencing Monday, 13 February.

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